



State of Utah

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DEPARTMENT OF HUMAN SERVICES

ANN SILVERBERG WILLIAMSON
Executive Director

Division of Juvenile Justice Services

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Training Bureau

PAT MOORE
Training Director

Memorandum of Understanding—Training Credit
To: All Division of Juvenile Justice Services Staff
From: Pat Moore, DJJS Training Bureau Director
Date: September 4, 2014

There has been a lot of discussion surrounding two specific topics since I came to the Training Bureau in January: 1) How do we make sure everyone has the opportunity to attend training, to develop new skills that will help as they work with youth, and 2) how do we change the training culture from one where staff are worried about completing hours, to one where staff are seeking professional development opportunities. Based on these discussions, we are going to change a few things beginning immediately.

Staff will no longer track training based on hours. Instead, training will be tracked based on mandatory training and professional development.

Mandatory Training

Attached, you will find a table that lists all currently required training. Staff will still have the same standards in regards to completing required training as previously established, and they will continue to report completion of all training to the Training Bureau. The hours listed are to show the amount of time this training should take to adequately provide the information and skill practice needed for each topic, as well as provide hours to be reported to the Legislature for statistical purposes.

This year we will be providing the 8 hour initial Suicide Prevention training required for all staff. We are completing the curriculum and will have a Training of Trainers soon.

Professional Development

As professional development, we will be requiring all staff to attend live training and/or participate in online training that will provide skills specific to their job function. As these training opportunities become available we will send out emails clarifying who is required to complete each training. Some examples of training topics that are being developed and that will be required for all staff are Case Planning, Motivational Interviewing, Trauma Informed Care, Human Trafficking recognition, and Youth Safety (our version of PREA). We are also developing training on the Carey Guides, CARE, and programming groups to be announced soon.

We will also be sending fewer people to conferences. Evidence shows that breakout sessions do not provide enough time to develop skill competency that can translate back to the work unit. We will be using the money usually spent on conferences to help pay for additional training opportunities that will build skills for staff working directly with youth. This translates to more training for more staff and better skills for everyone.

We continue to invite you to look for local training opportunities, especially those that will help you improve relationships within your own communities and that will build useful skills in working with our youth. We also

appreciate the efforts being made to provide training at the facility level and encourage you to continue to provide these opportunities for staff as well as sharing these opportunities with others in the Division on the Site Training Calendar. These two types of training will no longer require approval from the Training Bureau but can be approved by facility administration based on facility needs. We need to continue to track these efforts by having you send in individual or group training logs reporting who participated and how long the training lasted.

We have had a lot of feedback from across the State showing interest in a Statewide Conference. We looked at several options for this and decided, based on current needs, that the money would be better spent on providing specific training this year to get everyone brought up to speed with current Division initiatives. We will look at options for a Statewide Conference again in the future.

We look forward to working with each of you as we find new ways to provide appropriate services for our youth and build the professional skills of our staff.

Please let us know if you have any questions.

Thanks, Pat

I have read the above MOU and understand that I am responsible for completing all mandatory training including professional development training as required by my Supervisor, APD or the Training Bureau.

Employee signature/date

Supervisor signature/date

Mandatory Training Grid

Name	Frequency	Hours	Trained by	Required for ...
Basic Orientation Academy	One time	40	Training Bureau	Counselors/Techs
New Employee Orientation	One time	7	DHS (online soon)	All new employees
Facility/Program Orientation	One time	0	Facility administration	All new employees
Integrated Crisis Response-Initial	One time	40	Division ICR trainers	Supervisors, Counselors, Techs, (TL's w/approval by APD)
Integrated Crisis Response-Support staff	One time	16	Division ICR trainers	Support staff
Suicide Awareness/Prevention	One time	8	Division Suicide Prevention trainers	Supervisors, Counselors, Techs, TL's
Legal Issues	One time	2	Online soon	TL's
JJS Code of Ethics	Yearly	1	Supervisors	All employees
DHS Code of Ethics	Yearly	1	Supervisors	All employees
ICR—refresher	Yearly	16	Division ICR trainers	Supervisors, Counselors, Techs, (TL's w/approval by APD)
Suicide Awareness/Prevention	Yearly	2	Division Suicide Prevention trainers	Supervisors, Counselors, Techs, TL's
JJS Policy and Procedure	Yearly	8	Supervisors	All employees
Facility/Program Operations Manual	Yearly	2	Supervisors	All employees
Emergency Manual	Yearly	0	Supervisors	All employees
Driver Safety (online)	Yearly	0	DHS Online	All employees
Blood Borne Pathogens (online-off year)	Yearly	1	Division American Red Cross trainers	Supervisors, Counselors, Techs, TL's,
CPR/AED/First Aid/Bloodborne	Every two years	5	Division American Red Cross Trainers	Supervisors, Counselors, Techs, TL's
Workplace Harassment (online)	Every two years	0	DHS Online	All employees
Incident Report Writing	Every two years	1.5	Investigations Bureau	Supervisors, Counselors, Techs, TL's
Professional Development	Ongoing	Varies	Division, Department and outside trainers	All staff

Some classifications of staff including Kitchen workers, Support Staff and Clinicians may have other training requirements and should discuss this with their supervisor and/or the Training Bureau if there are any questions.